

**SUBMIT APPLICATION FORM TO:**  
Angela Perry  
EME Reception, 1137 Alumni Avenue  
Telephone: (250) 807-8723  
Email: angela.perry@ubc.ca

DEPT. / SCHOOL DATE STAMP

### REQUEST FOR INFORMATION FORM

#### DIRECTIONS TO STUDENTS:

- Complete form and clearly indicate information required.
- Please note processing times and plan accordingly.
- Request for information form must be submitted by e-mail to EME Reception.

**\* Request for T4/T4A Slips and Record of Employment must be directed to the UBC Finance Department ADM 002 \***

Student Number:

UBC Employee ID #:

Last Name:

Program:

First Name:

E-mail:

Mailing Address

**Verification of Employment (Letter for Permanent Residency Applications)**

**Turn around time: 10 Business Days**

This letter will include your name, classification, department, current salary, employment duties, and length of employment at UBC.

\*\* Picture identification required to pick up letters in person. Due to confidentiality of information, verification letters will not be faxed/e-mailed to any location.

**Employment Contract**

**Turn around time: 3 Business Days**

This letter will allow you to apply for a Social Insurance Number or a Re-Issue of your Social Insurance Number.

Date of Birth

Signature \_\_\_\_\_

Request date: